



**Election Date:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_  
(Name) (Title)

**Locality:** \_\_\_\_\_

**Precinct Name:** \_\_\_\_\_ **Precinct Number:** \_\_\_\_\_

**Specific Envelope or Equipment which needs to be inspected:**

\_\_\_\_\_  
\_\_\_\_\_

**The Envelope or Equipment needs to be inspected to determine:**

\_\_\_\_\_  
\_\_\_\_\_

**ELECT review:** \_\_\_\_\_ **Policy** \_\_\_\_\_ **Election Services** \_\_\_\_\_ **Voting Equipment**

AUTHORIZATION GRANTED BY THE COMMISSIONER OF THE DEPARTMENT OF ELECTIONS

**To the Clerk of the Court for** \_\_\_\_\_ **County/City:**

Pursuant to §§ 24.2-659 and 24.2-669, the Electoral Board is authorized to open and inspect the envelope(s) or equipment specified above for the reason(s) stated above. The Clerk of the Circuit Court must be present and the local chairs of each political party and each independent or primary candidate on the ballot for the precinct must be given sufficient notice of the time and place of the meeting and a majority of the officers of election from the precinct must be present and correct the statement of results and reseal the envelope or equipment.

**Special conditions/instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Edgardo Cortes, Commissioner (or designee)  
Department of Elections

\_\_\_\_\_  
Date



## **Instructions for Retrieving Results from Voting Equipment after Election Night**

- 1. Lock the Equipment as you normally would after closing the polls on election night in order to secure the equipment.**
- 2. The Officers of Election will complete the Statement of Results with as much information as is available for the precinct.**
- 3. The available totals may be entered in VERIS, but will be subject to amendment once the results have been obtained from the locked voting equipment.**
- 4. Because the equipment has been sealed you must contact the Department of Elections and obtain written permission from the Commissioner to unseal the equipment to ensure accurate returns pursuant to §24.2-659.**
- 5. You must contact the local political parties and independent (or primary) candidates on the ballot for the precinct who are entitled to be present when the equipment is unsealed and the votes tabulated. Contact them directly and provide them with the opportunity to be present at the date and time that the equipment will be unsealed.**
- 6. A majority of the Officers of Election from the precinct must also be present to complete the work of obtaining the results and amending the Statements of Results. Only the Officers of Election can handle the ballots, modify the SORs, reseal, sign and date the envelopes. This must be done in the presence of the Clerk or a Deputy Clerk of Court.**
- 7. For statewide and federal elections, the local electoral board must notify the state political parties of the time set to unlock the equipment. Send this notice as soon as you have confirmed an agreed upon time and place with the parties. Do not unseal the equipment until the parties are present, or have confirmed that they will not be attending.**
- 8. Notice must be provided to the parties at least 24 hours before any equipment is unsealed, unless all the affected candidates or parties waive this requirement.**